

TITLE: Program Coordinator

SC/2

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position is responsible for planning, coordinating, and implementing recreational, social, and educational programs for the senior citizens of Rutherford County.

MAJOR DUTIES:

- o Plans, directs, organizes, and budgets for a variety of recreation programs for seniors of the community; evaluates programs for effectiveness.
- o Hires, trains, and supervises volunteers engaged in a variety of special recreation programs including outreach activities.
- o Solicits community awareness of programs and publicizes program activities; composes brochures and news releases.
- o Assists and makes recommendations to the Director; maintains files and financial records for program activities; works with other local and state related boards, agencies and committees.
- o Plans and coordinates intergenerational programs.
- o Plans and organizes screenings to detect disease and conditions for which seniors are at high risk; takes blood pressure for citizens.
- o Provides volunteer opportunities for senior adults.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles, practices, and philosophies of the fields of gerontology, sociology, and recreation.
- o Knowledge of county ordinances and other regulations, policies, and procedures pertaining to the delivery of aging services.
- o Knowledge of community resources available to senior citizens.
- o Knowledge of the human aging process and related physical, psychological, and emotional changes.
- o Knowledge of safety rules and regulations and emergency response procedures.

- o Knowledge of the role of recreation in the lives of senior citizens.
- o Skill in planning, organizing, and directing social events and activities.
- o Skill in establishing priorities and organizing work.
- o Skill in decision making and problem solving.
- o Skill in operating general office equipment, including a computer, facsimile machine, calculator, copier, and printer and audiovisual equipment.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, county ordinances, applicable state and federal laws and regulations, and established program goals and objectives. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related organizational and administrative duties in providing activities for senior citizens. Limited space contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to plan, implement, and coordinate recreational, social, and educational programs for senior citizens. Successful performance in this position enhances the quality of life for older citizens.

PERSONAL CONTACTS: Contacts are typically with program participants, co-workers, other county employees, local business representatives, non-profit agency representatives, health care managers, representatives of civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate or influence people.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light or heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors where the employee may be exposed to cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.